

<b>Business Name:</b>					
<b>Month of:</b>			<b>Tax Year:</b>		
New Skill - a skill that would take you a substantial amount of time and effort to obtain.					
High Value Task - a task of critical importance to sustain or improve the business.					
<b>Short-term Business Tasks (current -next months).</b>					
<b>Task</b>	<b>New Skill</b>	<b>High Value</b>	<b>Actions</b>		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>Decision Making</b>					
<b>Formula</b>			<b>Notes</b>		
New Skill + High Value = <b><u>Decision.</u></b>			Make a decision to dedicate time to learn high value skills.		
Existing Skill + High Value = <b><u>Do it.</u></b>			Working for your business is the most important short-term task of small business.		
Existing Skill + Low Value = <b><u>Delay.</u></b>			Low Priority Tasks should be placed at the bottom of your list.		
New Skill + Low Value = <b><u>Delegate.</u></b>			Delegate low value jobs to contractor's, freelancers, family members.		
<b>Long-term Business Tasks (current-next year).</b>					
<b>Task</b>	<b>New Skill</b>	<b>High Value</b>	<b>Actions</b>		
1.					
2.					
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<b>Decision Making</b>					
<b>Formula</b>			<b>Notes</b>		
New Skill + High Value = <b><u>Do it.</u></b>			As a long-term strategy you want to obtain new skills to contribute to your business at the highest level.		
Existing Skill + High Value = <b><u>Decision.</u></b>			As your business grows you want to prioritize learning over operating your business.		
Existing Skill + Low Value = <b><u>Delegate.</u></b>			Delagating work accomplishes important aspects; it gives you more time to work on the business, it builds your management & trust skills.		
New Skill + Low Value = <b><u>Delay.</u></b>			List Low Priority Task at the bottom of your list.		

